

DEPARTMENTAL OPEN STATEWIDE
EXAMINATION

CONTINUOUS FILING

BA72/0615 (9FAPN)

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS BULLETIN CANCELS AND SUPERSEDES ALL PREVIOUS BULLETINS.

WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below. This is a departmental open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.
CONTINUOUS FILING INFORMATION	<p>The testing office will accept applications continuously and will notify and test applicants as needs warrant. Testing is considered continuous as closing dates (final filing dates) can be set at any time and eligible lists are merged. Applications personally delivered after the closing date will be held over for the next examination.</p> <p>A candidate may be tested only once during a testing period. The testing period for this examination is 12 months. The beginning of the testing period is based upon when an individual is placed on the eligible list. A person may not be examined more than once in a testing period. Therefore, if you have taken this examination within the last 12 months, you are not eligible to apply or compete in this examination. You must submit an Examination Application (Form STD 678) and Supplemental Application for each testing period.</p>
HOW TO APPLY	<p><u>SUBMIT EXAMINATION APPLICATION (Std. Form 678) AND SUPPLEMENTAL APPLICATION TO THE FOLLOWING ADDRESS:</u></p> <p>California Department of Food and Agriculture Examination Unit <i>Attention: Carol DeBernardi</i> 1220 “N” Street, Room 242 Sacramento, California 95814</p>
TESTING METHOD	<p><i>DO NOT SUBMIT APPLICATIONS AND SUPPLEMENTAL APPLICATIONS TO STATE PERSONNEL BOARD.</i></p> <p>The Supplemental Application for the Plant Quarantine Inspector can be downloaded from the State Personnel Board’s website at www.spb.ca.gov.</p>
SPECIAL TESTING ARRANGEMENTS	<p>The testing method used may be one or a combination of the following: ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE, OR SUPPLEMENTAL APPLICATION.</p> <p>If you have a disability and need special arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the California Department of Food and Agriculture Exam Unit at (916) 654-6182.</p>
REQUIRED IDENTIFICATION	<p><i>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</i></p>
SALARY RANGE	<p>Range A: \$2870 - \$3488 Range B: \$3119 - \$3789</p>
ELIGIBLE LIST INFORMATION	<p>A Departmental “Open” list will be established for the California Department of Food and Agriculture. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><u>NOTE: SUBMISSION OF TRANSCRIPTS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO ATTACH TRANSCRIPTS MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.</u></p> <p><u>NOTE: ALL APPLICATIONS/RESUMES MUST INCLUDE: “TO” AND “FROM” DATES (MONTH/DAY/YEAR); TIME BASE; AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED</u></p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement.</p> <p><u>Either I</u></p> <p>Experience: Six months of experience performing the duties of an Agricultural Services Technician II, Range B, in the California state service. and</p> <p>Education: Equivalent to completion of nine semester units of college level course work in job-related sciences. <i>(Applicants who are enrolled for the minimum appropriate college courses required may be admitted to the examination, but must show proof of completion before they will be considered eligible for appointment.)</i></p> <p><u>Or II</u></p> <p>One season of experience (approximately three months) in agricultural inspection or plant pest control work. <i>[Completion of either (1) one year of college work with courses in the plant sciences or agricultural inspection or (2) two years of general college work may be substituted for the required experience.]</i></p>

PLANT QUARANTINE INSPECTOR	CONTINUOUS FILING																		
SPECIAL PERSONAL REQUIREMENTS	Willingness to work holidays, Saturdays, Sundays, and other odd hours; reside in areas distant from centers of population.																		
ADDITIONAL DESIRABLE QUALIFICATIONS	Education equivalent to completion of the twelfth grade.																		
SPECIAL PHYSICAL REQUIREMENTS	Normal hearing or hearing corrected to normal. Ability to climb ladders, stoop and bend regularly.																		
LOCATIONS	Positions exist in the following Agricultural Border Station locations: <table><tr><td><u>Alturas</u> On US Hwy 395 4 miles North of Alturas</td><td><u>Benton</u> On US Hwy 6 35 Miles North of Bishop</td><td><u>Blythe</u> On Interstate 10 4 Miles East of Blythe</td></tr><tr><td><u>Dorris</u> 51331 Hwy 97 1/2 Mile South of Dorris</td><td><u>Hornbrook</u> On Interstate 5 17 Miles North of Yreka</td><td><u>Long Valley</u> On US Hwy 395 21 Miles N. of Reno, NV</td></tr><tr><td><u>Mevers</u> On US Hwy 50 1/2 Mile West of Meyers</td><td><u>Needles</u> On Interstate 40 6 Miles South of Needles</td><td><u>Truckee</u> On Interstate 80 6 Miles East of Truckee</td></tr><tr><td><u>Redwood Highway</u> On US Hwy 199 45 Miles Northeast of Crescent City</td><td><u>Topaz</u> On US Hwy 395 1/2 Mile South of CA/NV Border</td><td><u>Yermo</u> On Interstate 15 2 Miles East of Yermo</td></tr><tr><td><u>Smith River</u> On US Hwy 101 7 Miles North of Smith River</td><td><u>Winterhaven</u> On Interstate 8 5 Miles West of Winterhaven</td><td><u>Vidal</u> On State Hwy 62 6 Miles North of Vidal</td></tr><tr><td><u>Tulelake</u> On State Hwy 139 35 Miles South of CA/OR Border</td><td></td><td></td></tr></table>	<u>Alturas</u> On US Hwy 395 4 miles North of Alturas	<u>Benton</u> On US Hwy 6 35 Miles North of Bishop	<u>Blythe</u> On Interstate 10 4 Miles East of Blythe	<u>Dorris</u> 51331 Hwy 97 1/2 Mile South of Dorris	<u>Hornbrook</u> On Interstate 5 17 Miles North of Yreka	<u>Long Valley</u> On US Hwy 395 21 Miles N. of Reno, NV	<u>Mevers</u> On US Hwy 50 1/2 Mile West of Meyers	<u>Needles</u> On Interstate 40 6 Miles South of Needles	<u>Truckee</u> On Interstate 80 6 Miles East of Truckee	<u>Redwood Highway</u> On US Hwy 199 45 Miles Northeast of Crescent City	<u>Topaz</u> On US Hwy 395 1/2 Mile South of CA/NV Border	<u>Yermo</u> On Interstate 15 2 Miles East of Yermo	<u>Smith River</u> On US Hwy 101 7 Miles North of Smith River	<u>Winterhaven</u> On Interstate 8 5 Miles West of Winterhaven	<u>Vidal</u> On State Hwy 62 6 Miles North of Vidal	<u>Tulelake</u> On State Hwy 139 35 Miles South of CA/OR Border		
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POSITION DESCRIPTION	This is the entry, trainee, and journey level for this series. Under close supervision as a trainee, incumbents learn inspection procedures and perform less difficult tasks. As a journey person, incumbents perform lead inspection duties, perform the more difficult inspections, train and guide lower level/intermittent inspectors.																		
EXAMINATION INFORMATION	<p>This examination will consist of a Supplemental Application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled “How to Apply” for information on where to obtain a copy of the supplemental application.</p> <p>Candidates who meet the “Minimum Qualifications” will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Competitors who do not return the completed Supplemental Application will be eliminated from this examination.</p> <p>SUPPLEMENTAL APPLICATION – WEIGHTED 100%</p> <p>The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.</p> <p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitors:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">Methods and procedures used in plant quarantine inspections;General types of commodities inspected and quarantined;The objective of plant quarantines in California. <p>Ability to:</p> <ol style="list-style-type: none">Communicate effectively at a level required for successful job performance;Interpret laws, rules, and regulations and apply them to specific situations;Secure the friendly cooperation of the traveling public and others contacted in the course of the work;Analyze situations accurately and take effective action;Follow directions.																		
EDUCATION AND EXPERIENCE	If conditions warrant, this examination may utilize an evaluation of each competitor’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.																		
SPECIAL NOTE:	Veteran’s preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans’ preference points.																		
VETERANS PREFERENCE	If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 “N” Street, Suite 242, Sacramento, California 95814, (916) 654-6182.																		
QUESTIONS?																			

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

If you meet the requirements stated, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

It is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1. sub-divisional promotional, 2. departmental promotional, 3. multi-departmental promotional, 4. service-wide promotional, 5. departmental open, 6. open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:

FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
SUPPLEMENTAL APPLICATION EXAMINATION FOR**

Plant Quarantine Inspector

PRINT YOUR NAME: _____
Your supplemental application will not be scored if you do not provide your name.

YOUR SOCIAL SECURITY NUMBER: _____
Providing your social security number is voluntary in accordance with the Privacy Act of 1974 (PL 93-579). Failure to provide all or any part of the requested information may delay processing of this form.

Please read and follow these instructions carefully

This supplemental application will provide you with an opportunity to demonstrate significant aspects of your qualifications for Plant Quarantine Inspector with the Department of Food and Agriculture (CDFA). The information you provide will be rated based on objective criteria. That rating will be used to determine your final score in this examination. If successful, your name will be merged onto a list based on your final score. A "631 Location Preference Form" is included in this supplemental application that will allow you to select the location(s) and time bases in which you are interested in working.

This supplemental application will account for 100% of the weight of your examination for this classification. Therefore, please be sure to read and follow the instructions carefully.

FAILURE TO ACCURATELY AND PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.

NOTE: Please keep in mind that all information provided on this supplemental application will be subject to verification at any time during the examination process, hiring process and even after gaining employment. **Anyone who misrepresents their experience will be subject to adverse consequences that may include one or all of the following actions:** Removal from the examination process; removal from the certification list; loss of State employment; and/or loss of rights to complete in any future State examinations. Please respond honestly and accurately.

I certify and understand that the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination.

Your signature: _____ Date: _____

MAILING INSTRUCTIONS:

Mail your completed Supplemental Application, along with a standard State Application Form, STD. 678, (you may download a copy of the STD. 678 from the State Personnel Board's website at www.spb.ca.gov) to the address below:

California Department of Food and Agriculture
Human Resources Branch
1220 N Street, Room 242
Sacramento, CA 95814
Attention: Carol DeBernardi

PLANT QUARANTINE INSPECTOR Supplemental Application

PART I WILLINGNESS:

The following five (5) questions are job requirements. Please respond to each question by marking the appropriate box. If you are not willing or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

- | | | |
|---|-----------|----------|
| 1. Work odd and irregular hours? | _____ YES | _____ NO |
| 2. Reside in areas distant from centers of populations? | _____ YES | _____ NO |
| 3. Work in adverse weather conditions, including wind, snow, or excessive heat/cold? | _____ YES | _____ NO |
| 4. Work Saturdays, Sundays, and Holidays? | _____ YES | _____ NO |
| 5. Perform physical duties, such as lifting, climbing, standing, bending, and stooping etc. | _____ YES | _____ NO |

INSTRUCTIONS: Please read and complete all questions carefully. Circle the letter (A, B, C, or D) under each question using the corresponding phrase (from the 4 Experience descriptions below) that best describes your experience; then in the area indicated below each question, indicate when, where, and how you gained this experience. Supplemental applications that do not include this information will not be scored and the candidate will be eliminated from the exam. If your explanation does not demonstrate the appropriate experience, you will not receive credit for the item. Additionally, credit will not be given for items not circled, marked or incorrectly marked. Your responses to each question will be used to determine your final score. You may use a pen or pencil to complete the Supplemental Application.

LIMIT YOUR RESPONSES TO THE SPACE PROVIDED. NO ADDITIONAL PAGES WILL BE ACCEPTED.

PART II EXPERIENCE:

(Qualifying experience can be either in a paid, training, or volunteer position).

- Circle **A** I have no experience in this area.
Circle **B** I have limited experience (1-3 months) in this area.
Circle **C** I have had 4-9 months experience in this area
Circle **D** I have had extensive experience (9+ months).

1. **Inspecting agricultural commodities such as fruits, vegetables, and nursery stock for the presence of agricultural pests?**

A B C D

Employer: _____

Supervisor Name & Phone: _____

Dates: _____

Briefly describe your job duties and responsibilities related to this task:

2. Dealing with the public?

A B C D

Employer: _____

Supervisor Name & Phone: _____

Dates: _____

Briefly describe your job duties and responsibilities related to this task:

3. Working as part of a team?

A B C D

Employer: _____

Supervisor Name & Phone: _____

Dates: _____

Briefly describe your job duties and responsibilities related to this task:

4. Writing reports, documents, letters, etc?

A B C D

Employer: _____

Supervisor Name & Phone: _____

Dates: _____

Briefly describe your job duties and responsibilities related to this task:

5. Interpreting laws, rules, and regulations?

A B C D

Employer: _____

Supervisor Name & Phone: _____

Dates: _____

Briefly describe your job duties and responsibilities related to this task:

6. Cooperating and working with regulatory agencies?

A B C D

Employer: _____

Supervisor Name & Phone: _____

Dates: _____

Briefly describe your job duties and responsibilities related to this task:

7. Identifying insects and disease pests?

A B C D

Employer: _____

Supervisor Name & Phone: _____

Dates: _____

Briefly describe your job duties and responsibilities related to this task:

PART III NARRATIVE QUESTIONS:

You are being given three (3) questions for which you are to provide a narrative response. Limit your responses to the space provided.

FOLLOWING DIRECTIONS

1. Briefly describe your work experience where you have been required to follow written instructions to complete your assignments. Give examples.

FOLLOWING DIRECTIONS

2. Briefly describe your work experience where you have been required to follow verbal instructions to complete assignments. Give examples.

COMMUNICATION

3. Briefly describe your experience where you had to deal with an angry or uncooperative person contacted in the course of work. Give examples of steps taken and the final outcome.

PART IV. EDUCATION: Circle the highest level of college education you have.

- (A) Up to one (1) year of general college.
- (B) One (1) year of general college with at least one (1) course in a biological science.
- (C) Two (2) years of college with a degree in any major.
- (D) Two (2) years of college with a degree in a biological or life science.
- (E) Four (4) years of college with a degree in any major
- (F) Four (4) years of college with a degree in a biological or life science

California Department of Food and Agriculture

BORDER PROTECTION STATIONS

631 LOCATION PREFERENCE FORM

Please check only the location(s) where you will accept employment.

- ☐ Alturas (2502)
- ☐ Benton (2604)
- ☐ Blythe (3302)
- ☐ Dorris (4706)
- ☐ Hornbrook (4702)
- ☐ Long Valley (1804)
- ☐ Meyers (0905)
- ☐ Needles (3615)
- ☐ Redwood Highway (0803)
- ☐ Smith River (0804)
- ☐ Topaz (2605)
- ☐ Truckee (2904)
- ☐ Tulelake (4704)
- ☐ Vidal (3636)
- ☐ Winterhaven (1306)
- ☐ Yermo (3637)

OR

- ☐ Statewide (5)

Tenure and Time Base

- ☐ Permanent Full-Time ONLY (D)
- ☐ Will work any tenure or timebase (A)

PRINT YOUR NAME

SIGN YOUR NAME

CANDIDATE IDENTIFICATION NUMBER